



JOB OPPORTUNITY

Staff Information Systems Analyst (Specialist) \$4732 - \$5754 **Security Management Division** **Site Security Branch**

Under the general direction of the Manager, Security Management Division, the incumbent independently performs duties as the department's Physical Security Administrator. Duties involve performing systems analysis, problem solving, testing, and training for the Department of Technology Services [DTS]. Acts as the functional lead for the implementation of integrated security systems, upgrades, and changes. Independently and cooperatively provides high-level technical and analytical support for users of DTS' complex security systems, including Excel Security Manager (XSM), PhotoID (PHID), Closed Circuit TV (CCTV), VendorView, and Building Access Control. Acts as a liaison between Honeywell, United International Investigative Services (UIIS), California Highway Patrol (CHP), and DTS to identify and develop specifications as well as manage changes to relevant applications software.

Functional areas of responsibility include:

- Oversees and monitors contracts for security services, including providing direct supervision to 15 contract security guards that are responsible for providing data center security on a 24/7 basis.
- Analyzes functional business requirements and develop technical specifications by translating functional requirements into programming specifications for the application developers.
- Actively researches and analyzes security systems and protocols to implement, upgrade, and maintain DTS security systems and protocols meeting or exceeding security mandates and requirements.
- Administers security badge access for all DTS employees, contractors, & visitors on a daily basis. Issues badges & enters security clearance information into security system for all DTS employees, contractors, and visitors.
- Coordinates with local law enforcement and the Human Resources Branch on issues regarding unauthorized data center access.

Desirable qualifications, skills and knowledge should include:

- Good communication skills that include the ability to communicate with all levels of staff, write technical documentation or give presentations regarding DTS' Site Security Program.
- Knowledge of current concepts & practices regarding site security, site security products & auditing procedures.
- Understanding of the Data Center's organization and function.

Applications will be accepted from individuals who are currently in the Staff ISA [Sp] classification or from those who have transfer or list eligibility to the classification. Applications will be screened based on the above specifications and only the most qualified candidates will be scheduled for an interview. Interested applicants should submit a standard state application [STD 678] and resume to:

Department of Technology Services
Gold Camp Campus
Attention: Carol Ortega, **RPA 05-193**
P.O. Box 1810, MS 20 ~ East
Rancho Cordova, CA 95741-1810

It is the objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants. Telephone Relay Services or the deaf or hearing impaired: TDD Phone (800) 735-2929 Voice Phone (800) 735-2922

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